

USDA Donated Food Loss Procedures

DO NOT DESTROY BEFORE REPORTING TO THE DEPARTMENT OF EDUCATION

Step 1: Contact the Food Distribution Team at 602-542-8721 to report the loss if loss value exceeds \$2500.

Step 2: Instructions will be issued to:

- a) Destroy product
- b) Contact county sanitarian
- c) Contact USDA inspector

Step 3: Loss Report will mailed or faxed. To complete the form, the following information will be needed:

- a) Contact number, pack date, pack size
- b) Storage conditions
- c) Reason for loss (spoilage, theft, etc.)

Step 4: Fax or mail report to ADE within 10 days of receipt to:
Fax # (602) 542-6978

Arizona Department of Education
Food Distribution
1535 W. Jefferson Street, Bin #7
Phoenix, Arizona 85007

Step 5: Completed Loss form will be evaluated and a liability determination will be sent to sponsor.

REPORT OF USDA DONATED FOOD LOSS

IF LOSS IS \$2,500 OR MORE RETURN TO:
Arizona Department of Education, Child Nutrition Programs
Food Distribution Program
1535 W. Jefferson Street Bin #7, Phoenix, AZ 85007
Telephone (602) 542-8700 or Fax (602) 542-6978

Claim No: _____

Please complete front and back

School/Agency _____	CTD# _____
Address _____	City _____ State _____ Zip _____
Telephone Number _____	Contact _____

1. Nature of loss/damage (check type)

_____ Contamination	_____ Refrigeration/Freezer Failure
_____ Infestation	_____ Theft
_____ Fire (is insurance provided? _____)	_____ Other (explain) _____

2. Describe how loss occurred: _____

3. Location(s) where commodities are stored: _____

4. Describe disposition of USDA Donated Food(s): _____

5. Action taken to avoid reoccurrence of this loss/damage: _____

Signature of Principal or Administrator

Title

Date

OFFICE USE ONLY

Total Dollar Value of Loss \$ _____ (Bonus _____ Entitlement _____) Claim _____ No Claim _____

Year of Loss _____ Action Recommended by Food Distribution _____

Food Distribution Authorized Signature

Date

Front

REPORT OF USDA DONATED FOOD LOSS

Please complete columns 1-10

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	<i>OFFICIAL USE ONLY</i>		
USDA Donated Food	Com Code	Package Size	Contract # on Case or Sack	Date Received	Condition When Received	Date of Loss	Last Temp and Date Recorded Before Loss Occurred	Frequency of Inspection	Quantity Lost or Damaged	USDA Wholesale Price per Case	Replacement Value per Quantity Cost	Section Number
TOTAL DOLLAR VALUE										\$		